

LINCOLN BOARD OF SELECTMEN'S

APPROVED

MEETING MINUTES

JULY 6, 2020 – 5:00PM

LINCOLN TOWN HALL - 148 MAIN STREET, LINCOLN, NH

Board of Selectmen Present: Chairman OJ Robinson, and Vice Chair, Tamra Ham

Excused: Selectman Jayne Ludwig

Staff Present: Town Manager Burbank, Fire Chief Ron Beard, Police Chief Chad Morris, and Administrative Assistant Jane Leslie

Public Present: Roger Harrington and Jennifer Snyder, One Love Brewery,

Public Present via Zoom Video Conferencing: David Beaudin, Ivan Strickon, Carol Riley and Jay Scambio

I. CALL TO ORDER

Chairman Robinson called the meeting to order at 5:07 pm.

II. REVIEW AND APPROVAL- MINUTES OF THE PREVIOUS MEETING

MOTION: "To approve the BOS meeting minutes of June 29, 2020 as presented."

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

MOTION: "To approve the Non-public BOS meeting minutes of June 29, 2020 as presented."

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

III. OLD/NEW BUSINESS

NEW BUSINESS:

Special Event Permit

The Board of Selectmen received a *Special Event Permit Application* from One Love Brewery requesting permission to use the Gazebo in Memorial Park for live entertainment on Thursday evenings from 6pm – 8pm until the end of summer. Jennifer Snyder (One Love Brewery) commented that everyone is social distancing, and the music is for the customers and the public alike to enjoy.

Town Manager Burbank commented that Selectman Ludwig was *not* in favor of granting this Special Event Permit, and had expressed concerns with noise issues in the downtown area. Ms. Snyder commented that this is acoustic music only, and does not generate loud sound through amplifiers or sound systems.

With no further discussion or public comment, the following motion was made:

MOTION: "To grant the Special Event Permit for One Love Brewery."

Motion: OJ Robinson

Second: Tamra Ham

All in favor.

Town Manager's Report

COVID Signs for local businesses

Town Manager Burbank presented two (2) samples of signs reminding the public to wear a mask. The Board of Selectmen thought it would be a good idea to have these signs available to local businesses free of charge and accessible on the town's website. Selectman Ham wanted to make sure that local businesses

were aware that if they had no way to print out the signs, that Town Hall would print out multiple copies (within reason) for them. Burbank suggested forwarding these signs to the Chamber of Commerce to distribute to their membership as well.

Town Hall Internet/Wi-Fi

Town Manager Burbank explained to the board that he spoke with Spectrum today concerning the ongoing issues with the Town Hall Wi-Fi which continues to experience continuous interruptions when trying to Zoom or record meetings. Burbank explained that the only resolution available would be to run fiber optic lines into Town Hall, and he is currently waiting for Spectrum to provide the costs associated with this change. Chairman Robinson asked if any recent meetings have been uploaded to the YouTube video platform yet. Burbank responded that Ron is unable to upload the meeting video from Town Hall because the internet is too slow, however, he is looking at alternatives and should have the meeting videos uploaded to YouTube shortly.

Raftelis Water Rate Study

Town Manager Burbank spoke with Dave Fox from Raftelis who is still working on the tap fees aspect of the report, and he will be re-submitting the draft to the board upon completion.

OLD BUSINESS:

Vacant Trustee of the Trust Fund Seat

Chairman Robinson asked if anyone has expressed an interest in filling the vacant Trustee seat? Robinson explained that when the Trustees met on June 25th, they later realized that two (2) of the committee members had yet to be sworn in, therefore, the Trustees will hold a committee meeting on July 23rd and reconvene their business from June 25th and then Trustee Hall will officially resign. This vacancy will be posted on the town's website and public posting sites. Robinson explained that the applicant must be a Lincoln resident, and it would be helpful, but not necessary if they had financial and investment knowledge.

Riverfront Park Project

Chairman Robinson asked if there was any news on the Riverfront Park Project. Town Manager Burbank responded that they are still awaiting a response from DES concerning the Burndy site which will determine which course of action they will be taking.

Stormwater Management - Forest Gardens

Robinson asked if they were able to find any information on the Stormwater Ordinance for Forest Gardens (*Roger Harrington questioned this at the June 29th BOS meeting*). Town Manager Burbank provided a brief history of Forest Gardens and explained that it was built prior to the Town adopting its *Stormwater Management Ordinance*, and they had already obtained an *Alteration of Terrain* (AoT) permit back in 2014. Roger Harrington commented that contractors are breaking ground and moving the earth up at Forest Gardens and he cannot understand why they do not need a permit to do this work. Burbank responded, that he did not have an answer for Mr. Harrington. Chief Beard commented that he would reach out to DES to see if Forest Gardens needs to reactivate their AoT permits for their continued ground work and excavation.

Beard reviewed the time line history of Forest Ridge's DES AoT (Alteration of Terrain) permits and noted the following: on 12/26/1991, Satter Company had a permit issued for Forest Ridge, Phase 1; Forest Woods Development (owned by Jori Properties) had a permit issued on 8/17/2004, Forest Woods Development, Phase 2D & 2M had a permit amended on 1/6/2006 which expired on 10/25/2007, Forest Gardens Phase 2L permit dated 8/22/2014, and most recently, The Pines at Forest Ridge – Mount Coolidge

Construction, permit issued 4/24/2020 and the area disturbed for this permit is 15,000 square feet (issued for the ponds only). Chairman Robinson acknowledged that water run-off has been an on-going issue with Forest Ridge for many years and recommended that the town look into whether or not they can request The Pines submit a Stormwater Management Plan.

Energy Audit

Chairman Robinson followed up on last week's Asset Management presentation and suggested the town look into having an energy audit conducted (lights, heat, pumping water) in an effort to save money and operate more efficiently at the Water Treatment Plant and Wastewater Treatment Plant.

Lincoln Public Library

Chairman Robinson asked Library Director, Carol Riley (participating via Zoom) if the Library Trustees have discussed partially re-opening the Library to the public on a restrictive basis. Director Riley responded that they are currently offering curbside services, Monday – Wednesday, and Friday from 10am to 2pm, however, at the present time there are no plans to re-open the building to the public any time soon. Riley explained that they will be extending the curbside hours to Monday thru Friday beginning next week, and the only people allowed in the building will be staff.

Town Staff

Town Manager Burbank publicly thanked Finance Director, Johnna Hart and Jane Leslie for jumping in to help the Town Clerk/Tax Collectors office maintain fluency in keeping the work load to a minimum. The Town Clerk has been experiencing medical issues which have resulted in the office being closed, and to the extent that Jane and Johnna can legally process the daily work of the Town Clerk/Tax Collectors office, they have managed to process daily transactions during the Town Clerk's absence. Burbank added that Recreation Director, Tara Tower is also helping out at Town Hall and assisting with expediting any current workflow and miscellaneous tasks as needed. The Selectmen thanked, Johnna, Jane, and Tara!

Public Participation

July 4th Holiday Weekend

Chief Morris explained the weekend was a busy weekend and there were a few residents lighting off fireworks, but overall, the weekend went well. Town Manager Burbank thought it would be a good idea to remind the public that the Town has a Fireworks Ordinance that requires a permits for all fireworks which can be obtained through Fire Chief Beard.

IV. NON-PUBLIC Session Pursuant to RSA 91-A:3:(III) (c) Personnel Issue

MOTION: "To go into Non-public session pursuant to RSA 91-A:3 (III) (c)"

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

The BOS went into Non-public session at 5:53 p.m.

MOTION: "To re-enter public session."

Motion: Tamra Ham

Second: OJ Robinson

All in favor.

The Board came back into public session at 6:30 p.m.

V. ADJOURNMENT

With no further business to attend to, the Board made the following motion:

MOTION: "To adjourn."

Motion: OJ Robinson


Second: Tamra Ham

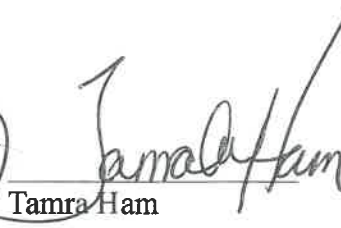
All in favor.

The meeting adjourned at 6:35 p.m.


Respectfully Submitted,
Jane Leslie

Approval Date: July 13, 2020


Chairman O.J. Robinson


Tamra Ham

Jayne Ludwig

PROTECT YOURSELF & OTHERS

PLEASE

WEAR A MASK



THANK YOU!

PROTECT YOURSELF



AND OTHERS

MASKS ARE REQUIRED UPON ENTRY